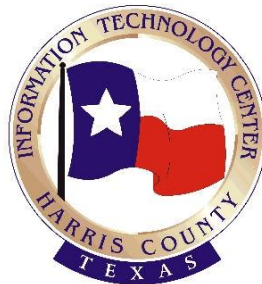


IFAS

Daily Time Entry (DTE)



Participant's Guide

February, 2011



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Chapter 1: Working in Daily Time Entry

Overview

Introduction The IFAS Daily Time Entry class (DTE) includes explanations and activities to prepare users for completing employee time entry and the associated reporting tasks.

Objectives After completing this chapter, the participant should be able to:

1. Identify the flow of the DTE payroll process.
 2. Identify exception classifications.
 3. Identify the components of the DTTMPOST screen and their functions.
 4. Identify two ways to display Employee Hour Balances
 5. Complete the DTTMPOST screen for given scenarios.
 6. Be familiar with DTE screens.
-

Contents This chapter contains the following topics:

Topic	See Page
Flow of the DTE Process	5
CSDTTM Procedures	10

Flow of the DTE Process

Introduction

This section includes an overview of the DTE process with attention to CSDTTM.

Overview of Data Entry

A final authorized daily time entry report must be complete in order for an employee to be paid. The first step for achieving this goal is for the DTE clerk to complete the Pay Period Time Posting (DTTMPOST) screen. This is accessed with the **CSDTTM** mask. Pre-posted hours (hours expected of the employee) appear on this screen under the **Schd** column. When changes are needed, enter the actual hours in **Hrs** column and the type of time taken in the **Tp** column for the corresponding day. This will override the pre-posted hours.

Ovr	Day	Date	Schd	CV	Hrs	Tp	Hrs	Tp	Hrs	TP	Hrs	Tp	Ttl
	SAT	02/02/2008											
	SUN	02/03/2008											
	MON	02/04/2008	8.0		8.0	W							8.0
	TUE	02/05/2008	8.0		8.0	W							8.0
	WED	02/06/2008	8.0		8.0	W							8.0
	THU	02/07/2008	8.0		8.0	W							8.0
	FRI	02/08/2008	8.0		8.0	W							8.0
	SAT	02/09/2008											
	SUN	02/10/2008											
	MON	02/11/2008	8.0		8.0	W							8.0
	TUE	02/12/2008	8.0		8.0	W							8.0
	WED	02/13/2008	8.0		8.0	W							8.0
	THU	02/14/2008	8.0		8.0	W							8.0
	FRI	02/15/2008	8.0		8.0	W							8.0

Fig 1 Pre-Posted Hours and Type of Hours

Enter up to four changes in hours. For a full time employee, the total (**Ttl**) must account for 8 hrs or more.

Note: Part time and retired personnel do not have pre-posted (**Schd**) hours.

Continued on next page

Flow of the DTE Process, Continued

More about DTTMPOST

The DTTMPOST screen (see figure 2) is composed of:

- Header information specific to the employee
- A time table with dates in a pay period and headings
- A funeral code
- A status classification
- The total hours for the employee for the pay period

Time Posting

In order for an employee to get a full pay, he/she must meet required times for the pay period. Most employees are paid bi-weekly for a 40 hour work week composed of five eight-hour days. This is represented as 40-8-5 in the **Cal** (calendar) field on the DTTMPOST screen.

The screenshot displays the 'Pay Period Time Posting Screen' for employee BECERRA, ANTHONY ROY. The screen includes fields for Name, ID (100151), Hire date (11/09/2007), and various codes. A calendar grid shows dates from 02/02/2008 to 02/15/2008 with columns for Ovr, Day, Date, Schd, CV, Hrs, Tp, Hrs, Tp, Hrs, TP, Hrs, Tp, and Ttl. The 'Cal' field is set to 40-8-5. At the bottom, there are buttons for Help, Delete, Options, Screen, Browse, Prev, Next, Add, and Exit, along with a Total Hrs field showing 80.0.

Ovr	Day	Date	Schd	CV	Hrs	Tp	Hrs	Tp	Hrs	TP	Hrs	Tp	Ttl
	SAT	02/02/2008											
	SUN	02/03/2008											
*	MON	02/04/2008	8.0		4.0	W	4.0	V					8.0
*	TUE	02/05/2008	8.0		8.0	V							8.0
*	WED	02/06/2008	8.0		8.0	F							8.0
	THU	02/07/2008	8.0		8.0	W							8.0
	FRI	02/08/2008	8.0		8.0	W							8.0
	SAT	02/09/2008											
	SUN	02/10/2008											
	MON	02/11/2008	8.0		8.0	W							8.0
	TUE	02/12/2008	8.0		8.0	W							8.0
	WED	02/13/2008	8.0		8.0	W							8.0
	THU	02/14/2008	8.0		8.0	W							8.0
	FRI	02/15/2008	8.0		8.0	W							8.0

Fig 2 DTTMPOST Screen, Calendar field

Each employee's timesheet, a legal document, is his/her record of work and it shows the distribution of hours. Examples of hours include accumulated vacation time, comp time, floating holiday, and sick time. All time off must be classified in some way and the sum of the hours per week must be 40 or more for full time employees. If the employee does not have hours available, the time is classed as X or docked time, for which he/she does not get paid.

Continued on next page

Flow of the DTE Process, Continued

Exceptions

When you receive an employee's timesheet, it is critical to process it accurately. Note the days where exceptions occur; that is, days when he/she worked *less or more than the pre-posted (scheduled) hours*. On the DTTMPOST screen, record the hours and type for each day that varies from the scheduled (or pre-posted) hours.

Pay Period Time Posting Screen DTTMPOST Train A

2008

Name SMITH, ROBERTA MARIE ID 100191 Hire 10/03/2007 0 NE

Period 0801040 Pos 3116068013 Dept 311 Div 0000 Cal 40-8-5 Pay 400 Bal?

Ovr	Day	Date	Schd	CV	Hrs	Tp	Hrs	Tp	Hrs	TP	Hrs	Tp	Ttl
	SAT	02/02/2008											
	SUN	02/03/2008											
*	MON	02/04/2008	8.0		8.0	A							8.0
*	TUE	02/05/2008	8.0		8.0	A							8.0
	WED	02/06/2008	8.0		8.0	W							8.0
	THU	02/07/2008	8.0		8.0	W							8.0
	FRI	02/08/2008	8.0		8.0	W							8.0
	SAT	02/09/2008											
	SUN	02/10/2008											
	MON	02/11/2008	8.0		8.0	W							8.0
	TUE	02/12/2008	8.0		8.0	W							8.0
	WED	02/13/2008	8.0		8.0	W							8.0
	THU	02/14/2008	8.0		8.0	W							8.0
	FRI	02/15/2008	8.0		8.0	W							8.0

Funeral Code Status Posted Total Hrs 80.0

Help Delete Options Screen Browse Prev Next Add Exit

Pay Period

Fig. 4 The DTTMPOST screen

To record time exceptions, you must pull up the employee's record. You cannot create a record without proper security.

Continued on next page

Header Information on CSDTPOST

Pay Period Time Posting Screen

Name: [Redacted] ID: [Redacted] Hire: 10/03/2007

Period: 0801040 Pos: 3116068013 Dept: 311 Div: 0000 Cal: 40-8-5 Pay: 400 Sal? Y

Position Number: 3116068013

Paycode: 400

Y shows balance of hours

Department Division: 311-0000

Calendar represents the number of hours per week, number of hours per day and the number of days per week.

0801040
 Calendar year 2008 --- 08
 Bi-weekly pay cycle --- 01
 Fourth pay period of the year --- 04
 Regular pay period --- 0

Ovr	Day	Date	Schd	CV	Hrs	Tp	Hrs	Tp	Hrs	Tp	Hrs	Tp	Ttl
	SAT	02/02/2008											
	SUN	02/03/2008											
	MON	02/04/2008			8.0								8.0
	TUE	02/05/2008			8.0								8.0
	WED	02/06/2008			8.0								8.0
					8.0	W							8.0
					8.0	W							8.0
					8.0	W							8.0
					8.0	W							8.0
					.0	W							8.0
					.0	W							8.0
					.0	W							8.0
					.0	W							8.0

Status: Pre-Posted Total Hrs: 80.0

Browse Prev Next Add Exit

Fig. 5

Daily Time Entry

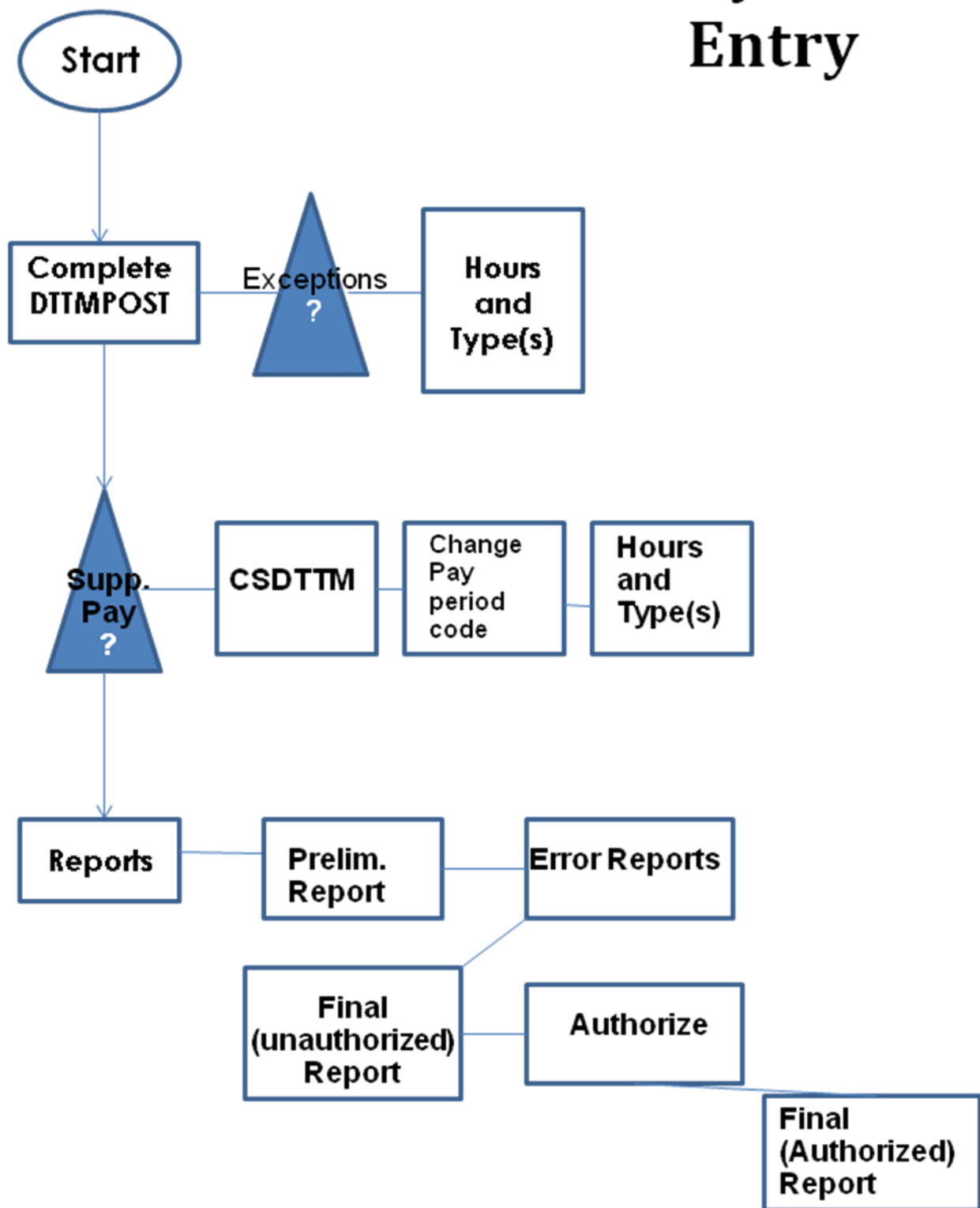


Fig. 6
Fig. 6 Process Flow

CSDTTM Procedures

Steps for posting

To begin posting hours, follow these steps:

Step	Action
1.	Type CSDTTM in the TypeAhead/History Box on the Explorer view, or open it with the menu tree in the Explorer view. Press Enter .
2.	Press F5 or F6 to page to the desired employee. Or, press F3 to display the options dialog box, and with the cursor blinking over Select New , press Enter . The screen has no data. Note: Unlike other IFAS screens, the CSDTTM screen cannot be in the Add mode . F7 does not change the screen to ADD .
3.	To search for the employee, tab to the Name field and type the last name of the employee followed by the wildcard symbol *. Press Enter . The screen displays the record of the persons with the last name that was entered. If there is more than one person with that name, the record sequence will be in alphabetical order and you can “page” through by pressing the F6 or F5 keys. Note: You can enter the employee ID in the ID field to return that employee only .
4	The cursor is in the Period field. More information on this field follows in the chapter, Supplementary Payroll Types .
5	Tabbing takes you to the Bal? field. Entering a Y in the field takes you to the Leave Hour Balances screen. This give the balance of leave classifications for this employee.
6	Tab to the next field, CV . This field designates county cars or vehicles issued to the employee. C is for car; V is for a vehicle other than a car.
7	Tab to the first Hrs column of pre-posted hours. Initial time is coded with W for worked hours. Using the employee’s timesheet, and if there are exceptions to the eight hours of work, change the hours accordingly and tab to the Tp column to enter the exception code. Press F1 to display a pick list for exception codes.

Continued on next page

CSDTTM Procedures, Continued

Steps for
posting
(continued)

Step	Action
8.	Continue making changes for each day as necessary with the Hours and Type codes reflecting how the employee's time was spent. There is a total of four columns for exceptions.
9.	When you have completed the entries, press Enter in order to save the changes. You can press Enter at any time to save the record. F8 takes you out of the screen.
10.	After saving, press F3 to display the options dialog box. Arrow to Select Refresh and press Enter . The record will display with the changes. The * in the Ovr. Column will appear to indicate that a change has been made.

Pay Period Time Posting Screen DTTMPOST Train A

2008

Name SMITH, ROBERTA MARIE ID 100191 Hire 10/03/2007 0 NE

Period 0801040 Pos 3116068013 Dept 311 Div 0000 Cal 40-8-5 Pay 400 Bal?

Ovr	Day	Date	Schd	CV	Hrs	Tp	Hrs	Tp	Hrs	Tp	Hrs	Tp	Ttl
	SAT	02/02/2008											
	SUN	02/03/2008											
*	MON	02/04/2008	8.0		9.0	W							9.0
	TUE	02/05/2008	8.0		8.0	W							8.0
	WED	02/06/2008	8.0		8.0	W							8.0
	THU	02/07/2008	8.0		8.0	W							8.0
	FRI	02/08/2008	8.0		8.0	W							8.0
	SAT	02/09/2008											
	SUN	02/10/2008											
	MON	02/11/2008	8.0		8.0	W							8.0
	TUE	02/12/2008	8.0		8.0	W							8.0
	WED	02/13/2008	8.0		8.0	W							8.0
	THU	02/14/2008	8.0		8.0	W							8.0
	FRI	02/15/2008	8.0		8.0	W							8.0

Funeral Code ☐ Status Posted Total Hrs 81.0

Help Delete Options Screen Browse Prev Next Add Exit

Pay Period

Fig. 7 A completed DTTMPOST screen

Continued on next page

CSDTTM Procedures, Continued

Posting Exceptions Example

An employee's timesheet shows the following:

Day	Hours	Type
Monday 8/7/06	4	W
	4	V
Tues 8/8/06	8	W
Wed. 8/9/06	3	W
	5	B
Thurs 8/10/06	8	W
Fri 8/11/06	7	W
	1	A

The hours for this week total 40. This person is on a 40 hour per week, 8 hour per day and 5 days per week calendar (40-8-5). You would record the hours as follows in Fig. 8.

Name					NIXON, RICHARD MILLHOUSE		ID	555155555		Hire	05/08/2006					
Period		0601170		Pos	3116068014		Dept	311		Div	3112		Cal	40-8-5		Pa
Ovr	Day	Date	Schd	CV	Hrs	Tp	Hrs	Tp	Hrs	TP	Hr					
	SAT	08/05/2006														
	SUN	08/06/2006														
	MON	08/07/2006	8.0		4.0	W	4.0	V								
	TUE	08/08/2006	8.0		8.0	W										
	WED	08/09/2006	8.0		3.0	W	5.0	B								
	THU	08/10/2006	8.0		8.0	W										
	FRI	08/11/2006	8.0		7.0	W	1.0	A								
	SAT	08/12/2006														
	SUN	08/13/2006														

Fig. 8 Portion of DTE Screen

Continued on next page

CSDTTM Procedures, continued

Employee Hour Balances

In the above example, let's say the employee, Richard Nixon, did not have any comp time (A). The system will not prevent you from posting comp time hours in excess of what the employee has. However, this error would occur, **"A" hours exceed the beginning available Comp balance.** For vacation and ill hours, this error occurs if the employee doesn't have enough to make up the time: **"I" or "B" hours exceed available sick balance. Update to cluster DTTMPOST failed,** where I is sick time and B is family sick time.

To find the Employee Hour Balances, type "Y" in the **Bal?** field on DTTMPOST. This launches a popup window showing a summary of hours. Or, go to the mask, CSDTHR to see the balances.

CSDTTM Procedures, Continued

Funeral Leave If the employee is taking a funeral leave (see the figure below), place an **F** in the type field. After entering the type, tab to the Funeral Code field. Press **F1** for a pick list of the eligible relationships. Only the funeral of an immediate family member is eligible for exception hours. Refer to the County Employee Handbook for more information about the allowance. The employee indicates the relationship of the deceased on his/her timesheet.

Ovr	Day	Date	Schd	CV	Hrs	Tp	Hrs	Tp	Hrs	TP	Hrs	Tp	Ttl
	SAT	08/05/2006											
	SUN	08/06/2006											
	MON	08/07/2006	8.0		4.0	W	4.0	V					8.0
	TUE	08/08/2006	8.0		8.0	W							8.0
	WED	08/09/2006	8.0		3.0	W	5.0	B					8.0
	THU	08/10/2006	8.0		8.0	W							8.0
	FRI	08/11/2006	8.0		7.0	W	1.0	A					8.0
	SAT	08/12/2006											
	SUN	08/13/2006											
	MON	08/14/2006	8.0				8.0	F					8.0
	TUE	08/15/2006	8.0		8.0	W							8.0
	WED	08/16/2006	8.0		8.0	W							8.0
	THU	08/17/2006	8.0		8.0	W							8.0
	FRI	08/18/2006	8.0		8.0	W							8.0

Funeral Code	BR	Brother	Status	Pre-Posted	Total Hrs	80.0
Help	Delete	Options	Screen	Browse	Prev	Next
					Add	Exit

Fig. 9 Funeral Leave

Chapter 2: Supplementary Payroll Types

Overview

Introduction Supplementary Payroll Types are those that are recorded because a deadline for reporting time data has passed. There are two supplementary payroll types, the first and the second.

Objectives After completing this chapter, you will be able to:

- Define supplementary payroll.
- Identify how to indicate Supplementary Payroll Types in the Period code.

Contents This chapter contains the following topics:

Topic	See Page
Indicating Supplementary Pay Types	16
Supplemental Pay Type Errors	22

Indicating Supplementary Pay Types

Interpreting the Period Code

A seven digit Period code appears on the **DTTMPOST** screen just below the name of the employee. The last digit in this code designates pay types. Zero represents a regular type. If the digit is 1, the DTTMPOST is describing the first supplementary pay type; if the digit is 2, the screen describes the second supplementary pay type.

Look at the components of the Period code below.

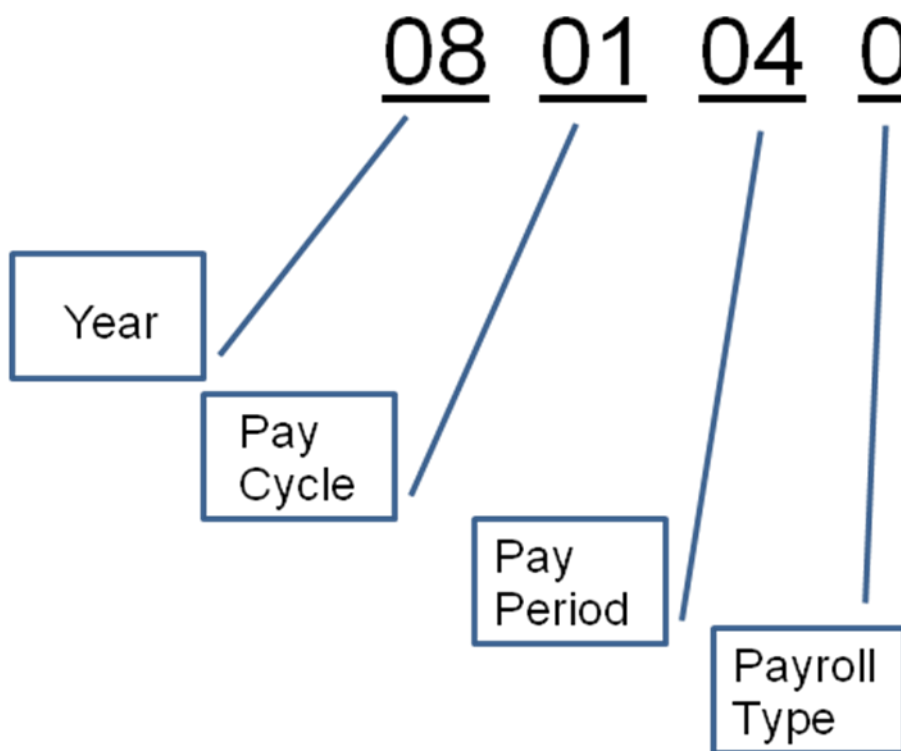


Fig. 10 Pay Period Code Components

Components

There are four components to the Period code. The code is populated by the system for each employee. The first one is the two digit year for the time entry. The next three components are as follows:

- Pay Cycle – 01 and 04 represents a biweekly pay (04 is used for 911 employees); 03 represents monthly pay; 02 is used for retired employees; and, 05 is for election workers.

Continued on next page

Indicating Supplementary Pay Types, Continued

Components (cont'd)

- Pay Period – this two digit number represents the pay of the year. There are 26 pays per year for biweekly employees and 12 for monthly employees.
 - Payroll Type – this single digit number represents the type of payroll: regular (has met the initial deadline for submission) is designated by a zero; the first supplementary pay (has met the next deadline for submission) is designated by a 1; and a second supplementary pay (has met the second deadline) is designated by a 2.
-

Practice

Interpret these Period codes for an employee. Remember that there are 26 pay periods for biweekly employees.

0802090

0801221

0801142

0803050

Find the answers on the next page.

Continued on next page

Indicating Supplementary Pay Types, Continued

Answers

0802090 – The year 2008, for retired employee pay, the ninth pay, regular pay type

0801221 – The year 2008, with biweekly pay, the 22nd pay, first supplementary pay type

0801142 – The year 2008, with biweekly pay, the fourteenth pay, second supplementary pay type

0703050 – The year 2007, with monthly pay, the fifth pay, regular pay type

Indicating Supplementary Pay Types, Continued

Biweekly Time Report Schedule

Each year, a schedule is published that identifies the deadlines for authorization of **DTTMPOST**. Authorization is completed on a screen that will be described in the next chapter.

A Biweekly Time Report Schedule is an important tool to use for DTE. It may also be referred to as the Time Report Cutoff schedule. It is an important document for time entry. It can be found at

http://www.aud.hcintranet.net/payrollschedules_forms.aspx

BIWEEKLY TIME REPORT SCHEDULE FOR 2010- 2011 APPROVED 6/17/2009

The below dates are best estimated dates Dates are subject to change if circumstances deem necessary							
PAY PERIOD CODING	BEGINNING DATE	ENDING DATE	PAYROLL MAINT.	PAYROLL AUTH.	SUPPL. 1 AUTH.	SUPPL. 2 AUTH.	PAYDAY
1001010	12/19/09	01/01/10	12/28/09	01/04/10			01/07/10
1001011	12/19/09	01/01/10			01/13/10		01/21/10
1001012	12/19/09	01/01/10				01/27/10	02/04/10

Fig. 11 Sample Schedule

If you do not receive a timesheet for an employee until after the regular payroll authorization deadline or there must be a change to the submitted one, change the last digit on the Period code. The number will be either 1 or 2, depending upon the date when the authorization takes place. Refer to the Biweekly Time Report Schedule to determine which Supplementary type you need.

To interpret the schedule above, you must look at authorization dates. These dates show which supplementary code to include on the Period code.

Continued on next page

Indicating Supplementary Pay Types, Continued

Interpretation of the Biweekly Time Report Schedule

Refer to Fig. 11. If the **DTTMPOST** screen is posted and *authorized* by 1/4/10, the employee will receive his/her pay on 1/7/10. This is a regular pay type and is designated by a 0 at the end of the Period code. If authorization takes place after the 4th and on or before the 13th, the employee receives his/her pay on 1/21/10. You would enter the Period code ending with 1. If the authorization takes place after the 13th but on or before 1/27/10, the employee would be paid on 2/04/10. For this instance, enter the Period code ending with 2. If the timesheet is turned in after 1/27, Commissioner's Court must approve the pay.

After entering the appropriate classification, save and press **F3 Select Refresh** to return to the updated record.

Continued on next page

Indicating Supplementary Pay Types, Continued

Steps for Posting Supplemental Pay

Step	Action
1.	For those personnel who turn in their timesheet after the original date, you will have to change the Period Pay Type from the Regular classification. Type the mask CSDTTM into the Type Ahead/History Box and press Enter to access the Pay Period Time Posting screen.
2.	Press F3 . The cursor will be on Select New. Press Enter .
3.	To search by example (Query by example, QBE), type the employee's last name followed by a wildcard symbol (*) in the Name field. Press Enter . To conduct a more specific search, use the Employee Identification number.
4.	After bringing up the employee, observe the 7-digit Pay Period Code in the Pay Period field. Change the zero to 1 for the first supplemental or 2 for the second supplemental pay.
5.	Tab to the Hrs and/or Tp fields and make any changes that are necessary, as normal. Press Enter to save your changes.
6.	Press F3 and tab to Select Refresh . Press Enter to display the saved record.

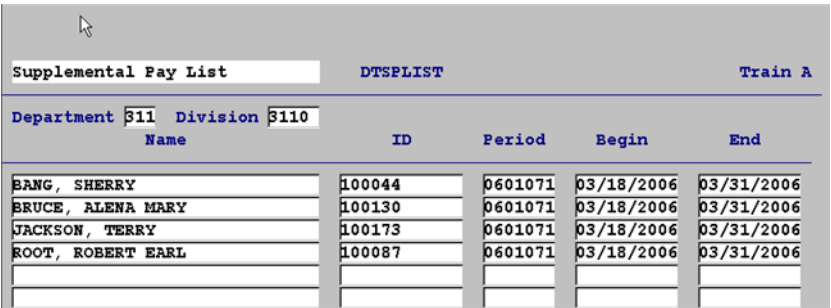
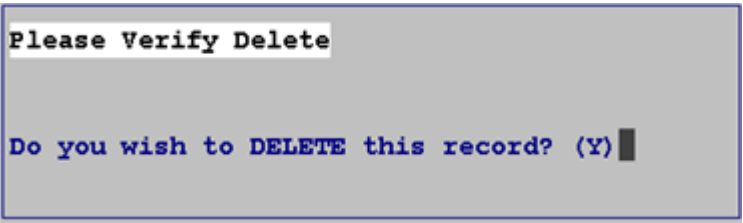
Continued on next page

Supplemental Pay Type Errors

Overview

It is possible to create a supplementary pay type in error. If for any reason you choose to delete any supplementary pay types, perform the following steps before preparing CSDTER.

Steps for Deleting Supplemental Classification

Step	Action
1.	<p>From the Explorer view, type the mask CSDTSP in the TypeAhead/History Box or use the menu tree and press Enter. A list of those employees with supplemental pay periods displays.</p> 
2.	<p>Tab to the employee you want to delete and press F2.</p>
3.	<p>A prompt box asks for confirmation of the deletion. Type a Y to confirm; N to cancel. Y indicates that the changes that you made to that employee's timecard by initiating the supplemental pay period will be deleted. An N cancels the process.</p> 
4.	<p>After pressing Y, the screen returns to the Explorer View.</p>
5.	<p>Double-click CSDTPOST to return to the data entry screen. The changed code should appear in the Period field as 0 or a regular pay.</p>
	<p>Note: if you have made a deletion in error, complete another supplementary pay procedure for the employee.</p>

Chapter 3: Security Definition

Overview

Introduction This section of the document lists the procedures for defining security in DTE.

Contents This chapter contains the following topics:

Topic	See Page
Setting up Access	24
Deleting Security Access	28

Setting Up Access

Introduction

Only DTE security personnel in each department will have access to the DTE security definition screen (**CSDTSD**).

Tasks in CSDTSD

The **CSDTSD** screen allows the following abilities:

- Inquiry about employee and group time
 - Posting of employee time
 - Definition of groups and equipment (not used)
 - Producing form 132 reports
 - Authorization of time cards
-

Department definition and security manager

The above capabilities can be defined at the department level; employee time posting, time inquiry, and form 132 can also be defined at division level. Within DTE, the **security manager** is authorized to access all screens.

At the discretion of the security manager, supervisors may have an “inquiry only” capability.

DTE Clerks can be allowed to update and access all screens within DTE, or a limited number of them based on their security settings.

Continued on next page

Setting Up Access, Continued

Procedures for Setting Access

Step	Action
1	Type CSDTSD in the TypeAhead/History Box and press Enter . Your cursor appears in the department field.
2.	Tab to the Division field on the second row and type the division number, if applicable. The department defaults. If a clerk enters time for multiple divisions within the department, the clerk must have authorization for each division.
3.	Tab to the User ID field and type the user ID of the employee who is being given the security access. This is a required field.
4.	Tab and the Name and UNIX ID fields will be populated.
5.	Tab to appropriate authorization fields. Type Y in the fields as needed.

The screenshot shows the 'DTE Security Definition Screen' with the title 'DTSECDEF' and 'Train A' in the top right. The 'Dept' field contains '001'. Below this are four rows of form fields. Each row has a 'Div' field, a 'User ID' field, a 'Name' field, and a 'Unix ID' field. Below these are several checkboxes: 'EmpInq', 'EmpPst', 'GrpInq', 'GrpPst', 'Frml32', 'AuthTC', 'GrpDef', and 'EqpDef'. A mouse cursor is pointing at the 'User ID' field in the second row.

Fig. 12 Security Definition Screen

Note: The following classifications are *not* used:

- GrpInq
- GrpPst
- GrpDef
- EqpDef

See the following table for definition of other fields.

Continued on next page

Setting Up Access, Continued

CSDTSD Fields		
Field	Name	Description
EmpInq	Employee Inquiry	Enter Y for yes and leave blank for no to indicate if this user will be allowed to inquire on employee time.
EmpPst	Employee Post	Enter Y for yes and leave blank for no to indicate if this user will be allowed to post employee time.
FRM132	Form 132	Enter Y for yes and leave blank for no to indicate if this user will be allowed to generate Form 132 Reports. This does not include the Final 132. The user must have the AuthTC flag set to produce final 132s.
AuthTC	Authorized Time Cards	Enter Y for yes and leave blank for no to indicate if this user will be allowed to authorize the time cards and produce Final 132 Reports.

Table 1

Setting Up Access, Continued

Procedures (continued)

Step	Action
6	To enter additional DTE Inquirers and DTE Clerks to the security definition screen, use the tab or arrow keys to the next row and repeat steps 2-5. After all entries have been made, press Enter to save.
7	Press F3 and tab to the Select Refresh option. This displays the records you have just created in the Browse mode. Use the F6 and F5 keys to move through the records.
8	Press F8 to exit the Security Definition screen.

Deleting Security Access

Deleting employees' access

Step	Action
1.	Type CSDTSD in the Type/Ahead History Box. Press Enter .
2.	The screen will display in the Add mode and the department number will automatically populate the department field. Press F7 to switch to browse.
3.	To delete access to specific screens, tab to the field that contains a Y and press the space bar. To delete <i>all</i> security authorizations, tab to the User ID fields on the employee that you wish to delete and press F2 while in the Browse mode.
4.	Press Y and then Enter to accept the deletion.
5.	Press F3 and Select Refresh to view changes.
6.	Press F8 to exit and return to the Explorer view.

Notification

If removing all access, remember to contact the systems and procedures department of the Auditor's office to delete the security access to IFAS and TRIAD levels of security as well as deleting the user level security.

Chapter 4: Payroll Authorization

Overview

Introduction This section focuses on the last portion of DTE, the authorization of payroll.

Objectives You will know how to authorize an employee's payroll and complete five DTE reports.

Contents This chapter contains the following topics:

Topic	See Page
Authorization Process	30
The Final Form (Authorized)	39
CDD Reports	40

Authorization Process

Introduction

The Authorization process includes running these reports:

- Preliminary 132
 - Error
 - Final (unauthorized)
 - Authorization
 - Reprint
-

Preliminary Report 132

A Preliminary report must be generated for each regular and supplemental pay period. To generate the report, use the mask, **CSDTRE**. Enter data in the prompt box including:

- Sort order. Specify A for alphabetical order or D for the default order.
- Period. Specify the period (year as YY, pay cycle, pay period, and type).
- Type of 132 Report. Choose Preliminary Form 132 Report.
- Type of Selection. Specify all time cards, an individual record or all changed time cards. If you select the Individual Time Card, another field will display asking for the ID number of the record.
- Department Number and Division number.
- Line Printer settings. By clicking Edit, you will see the printer code that identifies the IFAS printers. Be sure that both printer fields are completed with the correct identity. “Terminal” indicates the display is on screen.

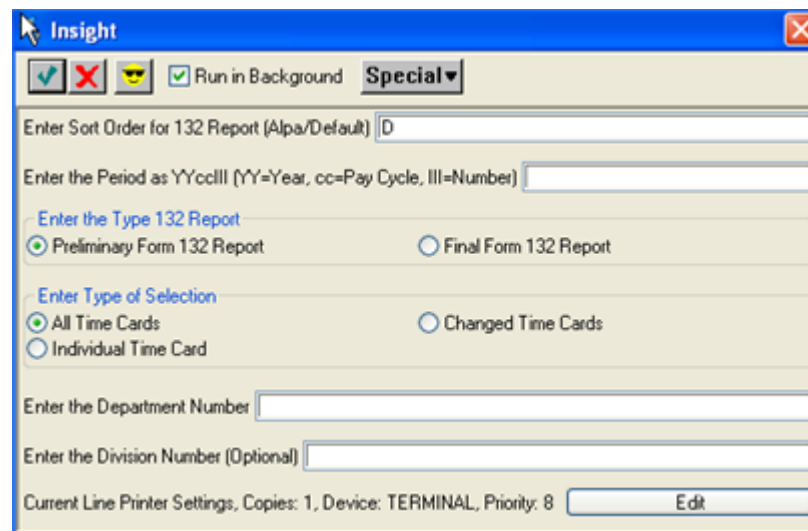


Fig. 14 Dialog Box for Report 132

Continued on next page

Authorization Process, Continued

Steps for Preliminary reports

These are the steps to follow for the form 132, the Preliminary report.

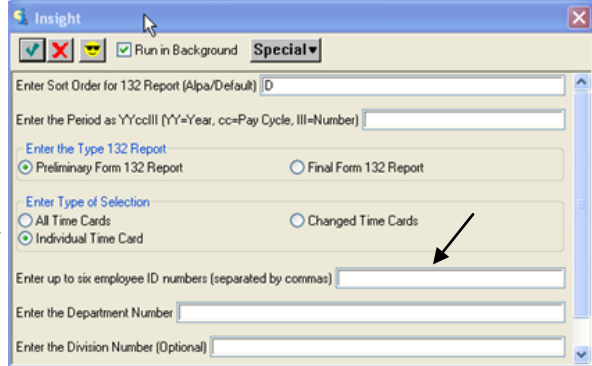
Step	Action
1.	Type the mask CSDTRE into the TypeAhead/History Box and press Enter , or use the menu tree to open the mask.
2.	The Default (D) in the Enter Sort Order for 132 Reports will sort all employees in the department by their assigned GL keys. If you want all of the employees in the Department to appear on the report in alphabetical order, change the D to A. Type the 7 digit Pay Period Code in the Enter the Period as YYCCIII field. This code is listed in the first column of the payroll cutoff time's schedule. The code varies with authorization dates.
3.	Leave the radio button at the default for the Preliminary Form 132 Report (see Figure 11 above). Depending on your security clearance, you may be able to generate both the Preliminary and the Final Reports . So be sure that the radio button is marked for the Preliminary report. Remember, once the Final 132 Report is generated, it closes the pay period and no more changes can be made to that pay period except through a supplemental pay posting.
4.	<p>Leave the radio button at the default for All Time Cards. After the first Preliminary132 is generated the Status field on CSDTTM will change from Posted to Intermediate for all records</p> <p>If you select the Individual Time Card button, another prompt field will pop up on the dialog box for you to enter the employee ID number. Up to six individual employee ID's can be entered in this field (see below).</p> 

Fig 15 Individual Time Card Dialog Box

Continued on next page

Authorization Process, Continued

Steps for Preliminary report (continued)

Step	Action
5.	Tab to Enter the Department Number field. Type the Department number. If you want to limit the calculation to a particular division, enter the Division number in the optional Enter Division Number field.
6.	Make sure that the Run In Background field has no check mark in it. Also check the Current Line Printer Settings to make sure that the correct printer is selected. Click on the Green Check to launch the report.

Continued on next page

Authorization Process, Continued

Initial Steps in the Authorization Process

Before the final reports are generated, **Preliminary 132 Report** and an **Error Report** must have been completed. You may generate these as many times as necessary to correct mistakes. However, at least one Preliminary 132 and one Error Report must be in place before running the Final Form Unauthorized.

Run an error report with the mask, **CSDTER**. This report lists any errors that occurred with the hourly entries. The prompt box includes fields for:

- Pay Period
- Department number
- Printer settings

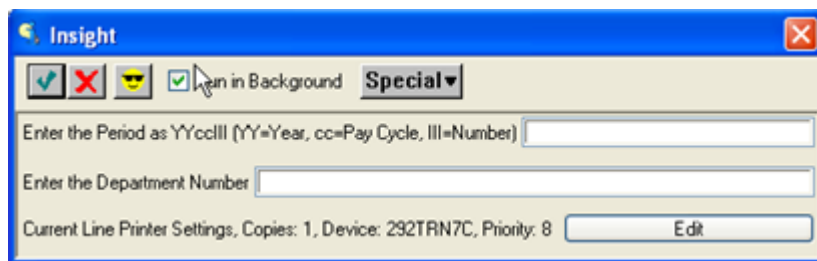


Fig. 16 Dialog Box for Error reports

Continued on next page

Authorization Process, Continued

Process Steps (Error report)

Step	Action
1.	Type the mask CSDTER into the TypeAhead/History Box and press Enter .
2.	Type the 7-digit Pay Period code in the Enter the Period as YYCCIII field This code is listed in the first column of the Payroll Cutoff Times Schedule (see page 19) This denotes that <i>all records</i> with this Pay Period will be printed.
3.	Tab to the Enter the Department Number field and type in the Department number.
4.	Make sure that the Run in Background field has no check mark in it. Also check the Current Line Printer Settings to make sure that the correct printer is selected. Click on the Green Checkmark . The report automatically gathers the errors for the selected pay period. After reviewing the errors you may return to the CSDDTM screen and make any changes necessary. Run another Preliminary 132 and Error Report if you make any changes.

Continued on next page

Authorization Process, Continued

Final Form 132 Unauthorized

After you have reviewed the preliminary 132, the error report, corrected the errors (as needed), and run an additional error report and preliminary 132, it is time to run an unauthorized final form.

Note: Data entry personnel do not usually authorize.

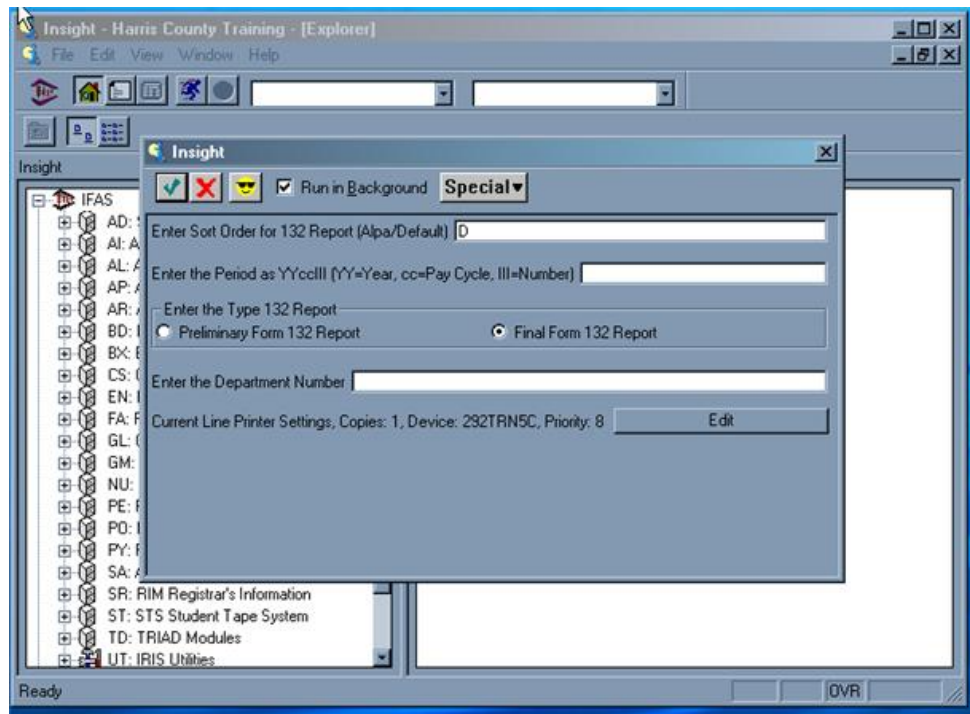


Fig. 17 The Prompt Box for the Final 132 Report

Continued on next page

Authorization Process, Continued

Process Steps (Final Unauthorized)

Step	Action
1.	Type the mask CSDTRE into the TypeAhead/History box and press Enter.
2.	Leave the default D in the Enter Sort Order for 132 Report . This will sort all employees in the Department by their assigned GL key. If you want all employees to appear in alphabetical order, change the D to an A . Type the 7-digit Pay Period Code in the Enter the Period as YYCCIII field.
3.	Select the radio button for the Final Form 132 Report . If you have security clearance to generate both the Preliminary and Final reports, be certain that you are ready to close the pay period when you switch to the Final Form 132 Report button. Once the Final 132 Report is generated, it <u>closes the pay period</u> and no more changes can be made to that pay period except through supplemental pay posting.
4.	Tab to the Enter the Department Number field and type in the Department number. While Preliminary 132 reports may be generated on the division level, it is necessary to close the pay period for the entire Department. The Final 132 must be generated on the department level only.
5.	Make sure that the Run in Background field is not checked. Also check the printer settings to ensure that the correct printer is selected. Click on the Green Checkmark . It launches the report and automatically closes the pay period . All time posting screens this pay period will now show a status of Distributed . If you change your mind about running the Final 132 report, click the red X.
	Note: After the Final 132 Report has been generated someone must authorize the payroll.

Continued on next page

Authorization Process, Continued

Authorization Use CSDTAU to authorize the pay for an employee. This DTE Time Card Authorization Screen (DTTCAUTH) requires you to swear or affirm that you authorize this payroll for the employee. Place a Y in the Authorize Payroll field.

The system checks for authorization before allowing the Final Authorized 132 report.

**Process Steps
(Authorization)**

Step	Action
1.	Type the mask CSDTAU into the Type Ahead/History Box and press Enter , or double-click it in the menu tree.
2.	Press F3 and press Enter for Select New. The DTTCAUTH screen displays with department, pay period, dates, your name and the time card cutoff date..
3.	Type Y in the Authorized Payroll field. Press Enter to save the authorization. See Figure 18 on the next page for the affidavit's content.
4.	Press F3 . Tab to Select Refresh and press Enter to review your work. Today's date and time stamp next to Time Cards Authorized should appear.
5	Press F8 to return to the Insight Explorer view.

Authorization Process, Continued

Process Steps (Authorization) (continued)

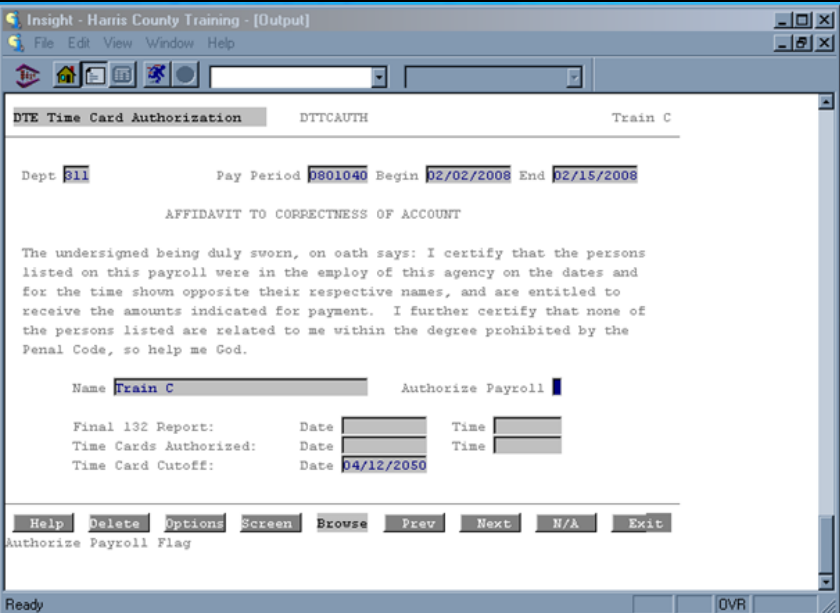
Step	Action
	 <p>The screenshot shows the 'DTE Time Card Authorization' window. The title bar reads 'Insight - Harris County Training - [Output]'. The menu bar includes 'File', 'Edit', 'View', 'Window', and 'Help'. The window contains the following elements:</p> <ul style="list-style-type: none"> Buttons: 'DTE Time Card Authorization', 'DTTCAUTH', and 'Train C'. Fields: 'Dept' (311), 'Pay Period' (0801040), 'Begin' (02/02/2008), and 'End' (02/15/2008). Section: 'AFFIDAVIT TO CORRECTNESS OF ACCOUNT'. Text: 'The undersigned being duly sworn, on oath says: I certify that the persons listed on this payroll were in the employ of this agency on the dates and for the time shown opposite their respective names, and are entitled to receive the amounts indicated for payment. I further certify that none of the persons listed are related to me within the degree prohibited by the Penal Code, so help me God.' Fields: 'Name' (Train C), 'Authorize Payroll' (checked), 'Final 132 Report', 'Time Cards Authorized', and 'Time Card Cutoff' (04/12/2050). Buttons: 'Help', 'Delete', 'Options', 'Screen', 'Browse', 'Prev', 'Next', 'N/A', and 'Exit'. Status Bar: 'Ready' and 'OVR'.

Fig.18 Affidavit for Authorization of Employee's Time

The Final Form (Authorized)

Process Steps (Final Form Authorized)

Step	Action
1.	Type the mask CSDTRP (reprint) into the Type Ahead/History Box and press Enter to access the dialog box to reprint the final 132 report. This will not recalculate the timecards; it only reprints the Final 132 report that was generated, showing the authorization.
2.	In the dialog box that appears, select the Final Form 132 report. The system knows that this is the authorized version, since the authorization process has been completed.
3.	Enter the Sort Order , Pay Period and Department Number as before. Check the printer settings.

Records

You may keep a hard copy as your record for the pay period.

The screenshot shows a Windows-style dialog box titled "Insight". At the top, there are icons for a checkmark, a red X, a yellow warning triangle, and a green checkmark with the text "Run in Background". To the right of these is a dropdown menu labeled "Special". Below this, there are several input fields and radio button groups. The first field is "Enter Sort Order for 132 Report (Alpa/Default)" with the value "D" entered. The second field is "Enter the Period as 'YYccIII' (YY=Year, cc=Pay Cycle, III=Number)". Below this is a section "Enter the Type 132 Report" with two radio buttons: "Preliminary Form 132 Report" (selected) and "Final Form 132 Report". Below that is a section "Enter Type of Selection" with two radio buttons: "All Time Cards" (selected) and "Individual Time Card". Below this is a field "Enter the Department Number". Below that is a field "Enter the Division Number (Optional)". At the bottom, there is a line of text: "Current Line Printer Settings, Copies: 1, Device: 292TRN7C, Priority: 8" and an "Edit" button.

Fig 19 Dialog Box from CSDTRP

CDD Reports

Introduction

There are many CDD reports you can use for the DTE module.

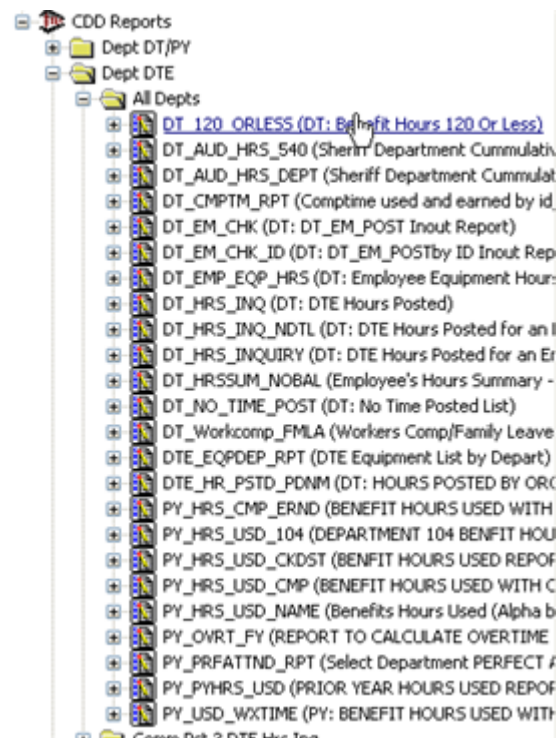


Fig. 20 Reports

Location

In the CDD report section on the Insight Explorer, you will find the folder, **Dept. DTE**. Open it by clicking the plus sign (+). Then, select All Depts. The CDD reports associated with DTE are displayed. Select the one that meets your requirements. Complete the prompt box and print the report. Go to www.justifas.net for descriptions of reports.

Example reports

These are some reports you can generate with the CDD module:

- DT_HRS_SUMM_NOBAL
- DT_HRS_INQUIRY
- DT_HRS_INQ_NDTL

Chapter 5: CSDTSU

Overview

Introduction This section will cover how to view form 132 using CSDTSU.

Objectives After completing this chapter, the participant will be able to access and interpret DTTCSUMM.

Contents

Topic	See Page
Viewing of DTTCSUMM	42
Distribution List	44

Viewing DTTCSUMM

Process Step for using CSDTSU

Step	Action
1.	Type CSDTSU in the Type Ahead/History Box. Press Enter to access the Time Card Summary screen.

Contents

Note that the Time Card Summary screen on the next page shows each employee's PCN and total hours for each type of hour posted. It is a snapshot of the last Form 132. It includes Overtime hours, direct deposit information, comp time balances, and salary information.

If any changes are made on any of the time posting screens *after* the Preliminary 132 Report was generated, the changes (errors) will not be included on this screen. Another Preliminary 132 Report and Error reports will need to be generated. The Time Card Summary is only as current as the most recently saved Preliminary 132 Report.

The Final 132 Report

Once the Final 132 Report is run, the Time Card Summary screen will reflect its contents.

Errors

If there are any errors, a **Y** will appear in the **Errors** field near the bottom of each employee's record. To browse, use the **F5** and **F6** keys. If there are errors, the DTE clerk will need to correct them through a *supplemental payroll* because the ***Final 132 Report has closed this payroll*** to further changes.

Correct the error by going back to the employee's record in CSDTTM. Remember to change the last digit of the pay period.

Continued on next page

Viewing DTTCSUMM, Continued

Errors (continued)

Insight - Harris County Training - [Output]

File Edit View Window Help

DTE Time Card Summary DTTCSUMM Train C

Dept 311 Div 3110 Org Rey 10031101 Year 2006 Period 0601070

Name BROWN, HERBERT SSN 311100001 Bi-Weekly Rate Actual

Pos 311053001 Comp Bal 40.0 DD Paid Hrs Base 1200.00 15.000 1200.00

TtIs 87.0 N 10.6 E 80.0 Long 0.00 0.000 0.00

OT Hrs Car 0.00 0.000 0.00

Inc 0.00 0.000 0.00

Errors: OT 15.000 0.00

Name JACKSON, TERRY SSN 311100005 Bi-Weekly Rate Actual

Pos 3116022003 Comp Bal 25.0 DD Paid Hrs Base 720.00 9.000 720.00

TtIs 80.0 N 80.0 Long 0.00 0.000 0.00

OT Hrs Car 0.00 0.000 0.00

Inc 0.00 0.000 0.00

Errors: OT 9.000 0.00

Name LANIER, MILDRED MARY SSN 311100006 Bi-Weekly Rate Actual

Pos 3116041001 Comp Bal 15.0 DD Paid Hrs Base 800.00 10.000 772.00

TtIs 76.0 N 16.5 N 23.0 E 77.2 Long 0.00 0.000 0.00

OT Hrs Car 0.00 0.000 0.00

Inc 0.00 0.000 0.00

Errors: OT 10.000 0.00

Help Delete Options Screen Browse Prev Next Add Exit

Department Number

Fig. 21 Time Card Summary screen

Distribution List

Time Posting Procedures for Payroll Clerks

Curt Weller (Director of Payroll, Auditor's Office) has an email distribution list for the Payroll Clerks throughout Harris County. He uses the list to send out emails on important matters concerning time posting – deadlines, changes, etc. To get added to the list, the new employee can have their supervisor send an email to Curt, requesting the employee be added to the list.

DTE Review

Answer the following questions in the space provided.

1. When the DTE clerk has sworn that the hours and distribution of the employee hours in the system are, in fact, accurate, it is called _____.
 - A. Distribution
 - B. Authorization
 - C. DTE
 - D. Scheduling
2. The report that has dual functions of preliminary and final approval in DTE is:
 - A. CSDTAU
 - B. CSDTRE
 - C. CSDTER
3. Open the pay Period Time Posting screen with _____.
 - A. CSDTTM
 - B. CSDDTE
 - C. CSDTRE
 - D. CSDTER
4. To find a code for the type of hours when there is an exception, press _____ in the type field.
 - A. F1
 - B. F2
 - C. F3
 - D. F4
5. An employee has recorded 1 hour of comp time on his timesheet. The DTE clerk finds out that the employee does not have 1 hour of comp time accrued to use. What can the DTE clerk do?
 - A. Call the employee and tell him that he needs to specify another type of time.
 - B. Designate a vacation hour to take the place of the comp time
 - C. Designate a sick leave hour to take the place of the comp time
 - D. All of the above

DTE Review continued

6. Match the mask with its description.

___ CSDTAU

___ CSDTRE

___ CSDTER

___ CSDTSU

___ CSDTHR

___ CSDTTM

A Shows the hour balances

B Time card summary screen

C Must be run each time you run a Preliminary report

D Runs preliminary and final reports for an employee's payroll

E Brings up a time entry screen

F Shows the screen where you authorize payroll for an employee

DTE Review Answers

1. B Authorization
2. B CSDTRE
3. A CSDTTM
4. A F1
5. A Call the employee
6. Match the mask with its description.

Answers:

__F__ CSDTAU

__D__ CSDTRE

__C__ CSDTER

__B__ CSDTSU

__A__ CSDTHR

__E__ CSDTTM

A Shows the hour balances

B Time card summary screen

C Must be run each time you run a Preliminary report

D Runs preliminary and final reports for an employee's payroll

E Brings up a time entry screen

F Shows the screen where you authorized payroll for an employee